

Invoice Supporting Documentation

For Propositions 13, 40, 50, and 319(h) Grant Projects

Some regional boards send a letter to the Project Director explaining the type of information they expect to receive to support invoice charges. This information is being provided as an example. However, each regional board may have their own unique requirements.

The supporting documentation provides the basis for maintaining auditable files by properly accounting for bond fund usage. The following items are required to adequately document all invoices:

- Items from the “Table of Items for Review.” The table is located in Exhibit A of your Grant Agreement. Items may include: monitoring plans, quality assurance project plans, and progress reports.
- Grantee personnel hours with the labor rates incurred under each category. To document this, a grantee can either submit timesheets for each employee or use the sample certification form (see next page), to document the total grantee personnel hours with labor rates for each employee. You can contact the Grant Manager assigned to your project for an electronic copy of the certification form.
- Travel costs associated with the project. Travel costs may include: rental car receipts, gas receipts, meal reimbursement, and lodging. A summary of allowable per diem reimbursable rates can be found at <http://www.waterboards.ca.gov/funding/grantinfo.html>.
- Invoices from professional or consultant services, including laboratory services.
- Invoices for construction. Grantees must submit invoices or receipts for any grant funding that was spent on construction.
- Direct cost items. The grantee must provide a formula used to estimate of any direct cost charges. This may include portions of the rent or utilities. For audit purposes, a one-time only document must be provided showing the formula or back-up documentation used to justify the dollar amount charged for direct cost and how that dollar amount exclusively supports funded grant activities.

Other recommended documentation includes receipts for any single items purchased for the project that exceeds \$100 and ledgers.

Invoices requesting reimbursement for any of the above items that do not also include appropriate documentation will not be approved for payment.

GRANTEE LABOR CERTIFICATION

DATE:

AGREEMENT #:

INVOICE #:

BILLING PERIOD:

Employee Name	Classification	Total Project Hours	Hourly Billing Rate	Total Amount Billed
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Total Amount Invoiced: \$

By signing below, I certify that the above employee(s) worked the stated hours on this project during this invoicing period.

Administrative Officer

Date